

## **JOB DESCRIPTION**

**JOB TITLE:** Local Health Nurse II- Home Health

**GRADE:** 19

**JOB CODE:** 2136

**EST. DATE:** 4-06

**GENERAL FUNCTION:** Under limited supervision provides preventive, therapeutic, restorative and intermittent skilled nursing services, which are significantly difficult, to individuals in their place of residence. Client problems range from the simple to extremely complex. Job duties and responsibilities are carried out in accordance with the Kentucky Board of Nursing Practice Act, physician orders, the Kentucky Department for Public Health mission, goals, and essential services, and other federal and state rules and regulations, and local policies. Practices according to the Federal Conditions of Participation. Provided services require independent judgment and skill. Home health experience and training has been acquired. The nurse would be responsible for the total management and evaluation of care for the individual, would supervise Local Health Nurse I Home Health nurses and provide training for home health aides.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Obtains physician orders to assess that the client is appropriate for care in the home.

Conducts initial nursing assessment to determine program eligibility, needed services and appropriate payer source.

Conducts comprehensive assessments, at designated times, to obtain and document pertinent physical and psychological health status and history, including family/ support systems, coping skills, socio-cultural, educational or environmental/safety background.

Assesses pain management and completes review of medications to include OTC medicines, herbal supplements, and/or polypharmacy. Assesses need for and use of health care equipment and technology.

Develops an individualized plan of care for the client in consultation with the client's physician and other appropriate agency personnel. Communicates the plan of care with other caregivers such as physical therapists, speech and occupational therapists, social workers, LPNs and home health aides.

Provides intermittent skilled nursing service/s such as medication administration, catheterization and catheter care, wound care management, tracheostomy management, venipuncture, central line care, parenteral therapy, gastric feedings, client education and other skilled nursing services as ordered by the physician.

Obtains specimens, as indicated, and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging.

Identifies health risks and implements risk reduction strategies for self and others according to agency policy.

1. Conducts risk assessments, as indicated, according to client's age, diagnosis, living arrangements and agency policy.
2. Reports and records incidents according to proper procedures.
3. Refers to supervisor as needed.
4. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
5. Makes appropriate referrals and maintains records and written reports according to program standards and according to conditions of participation.
6. Makes supervisory visits of clients to evaluate services and performance of home health aides and other caregivers.

Documents all client related activities while maintaining confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.

Conducts or participates in team meetings/case conferences to evaluate client's response to care, need to alter the plan of care, or need to add or discontinue a service or need to change payer status.

Evaluates client's response to care and discusses progress of client with physician, supervisor and/or other caregivers. Revises plan of care as appropriate and makes referrals to other community agencies, as needed.

Communicates effectively both orally and in writing, including documentation, record keeping and correspondence.

1. Communicates progress of client with physicians and other caregivers.
2. Uses therapeutic communication effectively with clients, families and health team members.
3. Uses appropriate communication strategies to affect positive client care outcomes.
4. Listens to others and shares knowledge in a non-judgmental manner.

Develops and conducts educational counseling and teaching activities for individual clients and families based on the nursing assessment, focusing on assisting the client/family in understanding their health needs with an emphasis on the promotion, maintenance, and restoration of health, and self care, utilizing

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selected educational methods and materials that are appropriate to the language, reading level, and needs of the client. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department policies.
2. Organizes, prioritizes and provides care and other work assignments in a timely and cost-effective manner.
3. Practices fiscal responsibility through timely correct coding of employee time sheet, travel voucher, and OASIS document.

Provides increasing leadership and supervision.

1. Participates in utilization review for quality of services.
2. Conducts performance evaluations for appropriate staff.
3. Makes supervisory visits of patients for reassessment and evaluates services provided by home health aides and other care givers.
4. Keeps updated on Medicare/Medicaid regulations and other regulatory agencies and keeps staff informed of pertinent changes.
5. Participates in employee orientation and training programs.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities.
3. Develops collegial relationships for the purpose of professional development.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

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5. Identifies and makes supervisor aware of any special needs that a client would have in a Bioterrorism or disaster event.

**SUPERVISION RECEIVED:** Receives limited supervision by the nursing supervisor with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May supervise LHN I Home Health nurses, LPNs, unlicensed assistive personnel, such as home health aides, consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines. May supervise home health aides for competency evaluation.

### **JOB SPECIFICATIONS:**

#### **Knowledge:**

- Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Knowledge of standard nursing techniques and procedures.
- Knowledge of routine laboratory and radiological procedures.
- Knowledge of the signs and symptoms of a variety of common disorders.
- Knowledge of medications, their use, interactions with other medications and adverse reactions.
- Knowledge of the preparation of nursing care plans for individuals.
- Knowledge of ethics and safety in home care.
- Knowledge of documentation requirements for Medicare/Medicaid or other third-party reimbursement.

#### **Skills:**

- Considerable skill in the application of nursing techniques, procedures and equipment according to recognized policies.
- Working skill in interviewing and counseling clients.
- Moderate level of skill in documentation of clinical, therapeutic, social, environmental and legal activities in the medical record.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

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**Abilities:**

- Considerable ability to learn the policies, procedures, and programs of the local health agency.
- Ability to prioritize, organize and complete work assignments timely, legibly and efficiently.
- Ability to interview and counsel clients.
- Ability to develop cooperative working relationships with other service providers and to function well as a team member.
- Ability to explain the significance of conditions or diseases to clients.
- Ability to interact therapeutically with clients.
- Ability to use good nursing judgment to determine appropriate care and to evaluate when further assistance is needed or referral is to be made.
- Working ability to comprehend, communicate and apply state and federal laws and health laws, which affect client care.
- Ability to delegate responsibilities to subordinate direct care staff commensurate with their skills and experience.
- Ability to accurately interpret complex clinical situations.
- Ability to be flexible in setting priorities.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active nursing license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing; One (1) year of home health experience in the Local Health Department (LHD) or less and; Successfully completed nursing competences and;

Completed most of the required job specific trainings as assigned and indicated by their position description.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.